



ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC.

NATIONAL CAPITAL CHAPTER - POST OFFICE BOX 89 - WASHINGTON, D.C. 20044

D/PPP&M  
81-7059

May 18, 1981

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Casey:

You are invited to nominate your candidate(s) for this year's Federal Records and Information Management Awards. This event, now in its seventeenth year, is eagerly anticipated by thousands of dedicated managers and staff members who are succeeding in improving systems and trimming costs involved in handling Federal records and information.

These awards are jointly sponsored by the National Archives and Records Service of GSA and this Association (ARMA). During the past sixteen years the combined efforts of those honored have resulted in numerous noteworthy improvements combined with first-year savings approaching 1 1/2 billion dollars. We feel that this program helps in encouraging many more toward greater achievement because of the incentives and recognition it fosters.

This year's Awards of Special Merit and Awards of Excellence will be presented at a luncheon at the Rosslyn Westpark Hotel in Rosslyn, Virginia on Friday, September 18, 1981.

We encourage your active participation in this continuing effort. Details concerning these awards are enclosed. A supply of posters to publicize this event will be sent under separate cover to your agency records officer.

Your timely and positive response is genuinely appreciated!

Sincerely,

HENRY M. SMITH  
President, National Capital Chapter

Enclosure

FEDERAL RECORDS AND INFORMATION MANAGEMENT AWARDS

Nominee's Name \_\_\_\_\_ Date \_\_\_\_\_

Agency and Unit \_\_\_\_\_

Position or Title \_\_\_\_\_

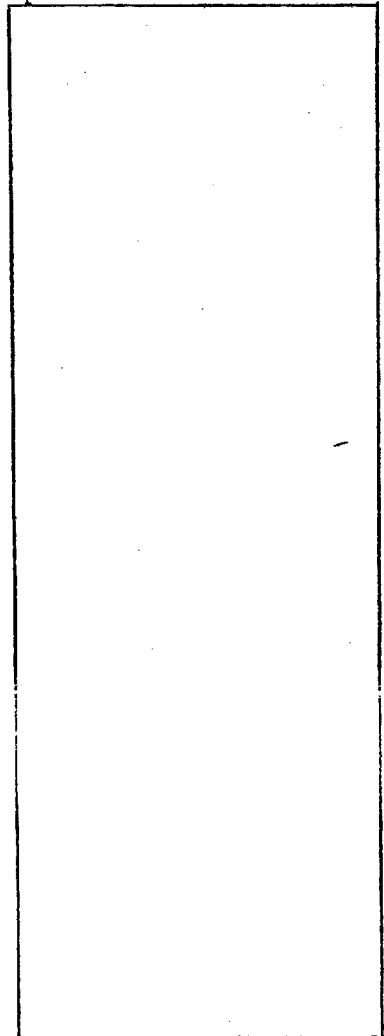
Office Address \_\_\_\_\_

Nominee's Office Telephone Number \_\_\_\_\_

RELEVANCE AND SIGNIFICANCE

Digest of Contribution to Records and Information  
Management or Systems Efficiency

This space for use of  
screening and judging  
panels.



BENEFITS

Quantifiable (manpower; materials, space, funds, etc.)

Non-quantifiable (service, morale, simplicity, time.)

Nomination Approved \_\_\_\_\_

(Signature)

Name \_\_\_\_\_

Position Title \_\_\_\_\_

Agency \_\_\_\_\_

NOMINATION GUIDELINES

FEDERAL RECORDS AND INFORMATION MANAGEMENT AWARDS

Jointly sponsored by  
NATIONAL ARCHIVES AND RECORDS SERVICE (GSA)  
and  
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS (ARMA)

These awards are designed to honor those whose efforts contribute significantly to improved efficiencies and reduced costs in Federal records and information management activities. Records and vital information systems and activities account for multi-billion dollar expenditures annually. Costs continue to spiral as expanding needs are met. Yet a significant number of employees are applying ingenuity and imagination to achieve better results with significant savings and improved service to the public. These deserve to be recognized and honored.

BASIS FOR SELECTION

Records and information management, as related to these awards, includes the wide spectrum of information, documentation, and activities involved in the creation, flow, use, preservation, and disposition of all types of information and records, as specified in the Federal Records Act of 1950 and subsequent amendments. The management of information and records includes various methods and media for information control, storage, and retrieval, including micrographics, word processing, and related technologies.

A special panel of judges appointed by ARMA will review all nominations and select those considered eligible to receive the "Award of Excellence" or the "Award of Special Merit." Criteria considered by the judges includes, but is not limited to:

1. Relevance of the activity described to records and information management systems.
2. Significance or impact of the accomplishment within the agency or upon the service being rendered to the public.
3. Benefits realized in terms of improved service, simplified procedures, and quantifiable savings. (Non-quantifiable and intangible benefits are also given careful consideration.)
4. Evidence of ingenuity, innovation, and creativity.
5. Initiative demonstrated beyond that which might reasonably be expected of a person in the position being occupied.
6. Scope of the units directly benefitted by the achievement as well as the potential suitability for application or modification by others.

### NOMINATION PROCEDURE

All agencies, regardless of size, are encouraged to submit their nominations of those whose performance justifies receiving such special recognition. Group nominations will also be considered. Recipients of the respective awards will be announced at the awards luncheon.

Please submit before the deadline date a SINGLE, ORIGINAL COPY of your nominations, signed by the agency head or his designee. (Additional copies for use by the judges will be prepared by NARS.) The nomination documentation should be brief, pertinent, explicit, and limited as follows:

1. A completed and signed summary sheet (copy enclosed) showing the scope of the accomplishment and specific benefits--quantifiable and non-quantifiable--relating to the nomination.
2. A brief biographical sketch of the nominee (or group). Limit this to one page or less. Indicate nominee's position, training, professional background, and experience. Include nominee's business address and telephone number.
3. A single covering page (limited to 3 or 4 paragraphs) providing a concise digest of the accomplishment. This will serve as the basis for the description of the accomplishment in the official program.
4. An explanation, limited to no more than 3 pages, shall be submitted to clarify details concerning the achievement. The period covered by the improvement involved need not be limited to the current year. However, the basis for the nomination should reflect current work rather than overall duties performed over a period of several years.

Please feel free to invite suggestions and assistance from your Agency Records Officer. Refer other questions to the Awards Coordinator, Ira A. Penn, (202) 376-8806.

### DEADLINE

Nominations MUST be received on or before July 10, 1981 to be considered. Please mail them as early as possible before this deadline so all necessary details of implementation may be handled in a timely fashion. Your cooperation is appreciated! Mail your nominations to:

ARMA FEDERAL AWARDS COMMITTEE  
P.O. Box 89  
Washington, DC 20044

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDA/Pers. Off.  
7D-10 Hqs.

EXTENSION

NO.

DATE

1 June 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSD/OP  
5E-56 Hqs.

6/2/81

Ged

Per [redacted], the attached original letter should have been routed to you for action rather than through the DDA. Within the DDA Directorate, however, these awards would be applicable to employees in the following Subgroups/Staff: Office of Data Processing, Office of Information Services, and the Information Handling Systems Architect Staff. The awards would probably be applicable to employees in DDO/IMS, but I have no knowledge about any other offices outside of the DDA. Attached for your action if appropriate.

2.

3.

4. Joan

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EO/DOA	<i>[Signature]</i>	22 MAY 1981
2.	ADDA		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1980 O - 311-156 (17)

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>Gerry</i>	<i>Gat</i>	<i>5/26/81</i>
2.		
3.		
4. <i>Joan</i>		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS  
 We have no nominees from the 1980 review. I'll wait to see if we have any this year.  
 How about a suspense date about 1 Sept. or so?

yes \_\_\_\_\_  
 no *XOX* (As. Discuss w/ME)

*Call*   *X-*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<i>10 July</i>	Phone No.

5041-102

☆ U.S.GPO:1978-0-261-617 3354

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

STATINTL

ROUTING AND TRANSMITTAL SLIP

Date 6/2/81

TO: (Name, office symbol, room number, building, Agency/Post)

1. Gerry - ok -

2.

3.

4.

5. Joan

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

[ ] called this evening. She had spoken with [ ] [ ] who passed on to Del her conversation with you. Apparently, there's no sense now in pursuing this award this year. Del already went out to all DDA Directorates & asked for nominees. None were gotten.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions (over →)

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

☆ U.S.GPO:1978-0-261-647 3354

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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STATINTL

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
A DD/SP			
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EA-D/Pers	
	Phone No.

5041-102

☆ GPO : 1980 O - 311-156 (17)

OPTIONAL FORM 41 (Rev. 7-76)  
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STAT

Approved For Release 2003/08/26 : CIA-RDP84-00313R000100210003-5

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